

**BY ORDER OF THE COMMANDER
22D AIR REFUELING WING**

**MCCONNELL AIR FORCE BASE
INSTRUCTION 24-301**

9 DECEMBER 2013

Transportation

**OFFICIAL USE OF GOVERNMENT MOTOR
VEHICLES**



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This instruction implements and extends the guidance of AFI 24-301, *Vehicle Operations*. This document addresses the authorized use of government motor vehicles (GMVs) and establishes the installation's vehicle misuse program. It applies to all USAF personnel assigned to McConnell Air Force Base (MAFB) to include tenant and temporary duty (TDY) units that utilize USAF GMVs. DOD 4500.36-R, *Management, Acquisition, and Use of Motor Vehicles* implements federal law (40 U.S.C. § 601-611, *Motor Vehicle Pools and Transportation Systems*) provides penalties for the willful use or authorization of any government-owned, government-leased or government-rented motor vehicle for other than official purposes. Penalties for military personnel are prescribed in the Uniform Code of Military Justice. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW with the Air Force Records Information Management System (AFRIMS) located at <https://www.mv.af.mil/gcss-af61a/afrims/afrims/>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command.

1. Permissible Operating Distance (POD). In accordance with DoD 4500.36R, para C2.2.3.3.4 the POD is the distance from the installation that U-Drive-It (UDI) and owning unit GMVs travel before competing with commercial carriers conducting scheduled transportation.

1.1. The POD for MAFB is approved to encompass a 100 mile radius around the base.

1.2. Vehicles used to support the USAF Courier Transfer Station, Armed Forces Courier Service, AF Band, the AF Academy, and the AF Office of Special Investigation are exempt.

1.3. The Following McConnell AFB units are exempt from the POD: 22 CES/CED, 22 LRS/LGRDF and 22 ARW/Honor Guard. Any remaining units requesting exemption to this policy must submit a request in writing to the 22 LRS/CC.

1.4. The following locations are preapproved to exceed the POD due to the high frequency of the Temporary Duty (TDY) travel: Scott AFB, IL; Vance AFB, OK; Tinker AFB, OK and Altus AFB, OK.

1.5. Vehicle Dispatch will forward all requests that exceed the POD to the Vehicle Operations Supervisor. Approval authority to exceed the POD has been delegated by the 22 LRS/CC to the Vehicle Operations Supervisor. Approval must be obtained 48 hours prior to departure.

2. Maximum Driving Time. In accordance with Title 49 *Code of Federal Regulation, Transportation*, part 395, operators will be provided with at least 8 consecutive hours of rest during any 24-hour period. An operator will not drive more than 10 hours in a duty day period (including rest and meal breaks). If more than 10 hours are needed to complete operations, supervisors will assign to each vehicle an assistant operator who is qualified to operate the vehicle.

3. Official Use of GMVs. The same statute that restricts the use of Military Air (MilAir) resources for official use (Title 31 U.S.C. Section 1344, *Passenger Carrier Use*) also restricts the use of GMVs. Just as MilAir assets are carefully controlled because of their high value, government vehicles are closely controlled because of their easy accessibility, high visibility, and potential for misuse. Statutory law (Title 40 U.S.C. Subchapter VI - *Motor Vehicle Pools and Transportation Systems*) prescribes that DOD establish an effective means of limiting the use of GMVs to official governmental purposes (DOD 4500.36-R, *Management, Acquisition, and Use of Motor Vehicles*). Unauthorized use of GMVs often results in unnecessary expenditure of funds and public criticism. Transportation by a DOD motor vehicle shall not be provided when the justification is based solely on reasons of rank, position, prestige, or personal convenience. Although the major goal of Vehicle Operations is to provide quality support, commanders, vehicle operators, and the base populace must know vehicle use restrictions and what constitutes official use. Restrict use of all DOD motor vehicles, including those rented or leased, for official purposes only; that is, uses that would further the mission of the Air Force. Providing a government vehicle solely or principally to enhance the comfort or convenience of member(s) is not permitted. Refer requests which appear to conflict with governing directives to the Vehicle Operations Supervisor for evaluation. This element is staffed with trained experts capable of making an official use determination.

3.1. In addition to guidelines outlined in AFI 24-301, Section 3A, Para 3.1 & 3.2, restrict use of all DOD motor vehicles, including those rented or leased, for official purposes only; that is, uses that would further the mission of the Air Force. Providing a government vehicle solely or principally to enhance the comfort or convenience of member(s) is not permitted. All military and civilian employees need to take appropriate measures to prevent misuse, abuse, or willful acts/omissions that could cause damage to GMVs. Directing personnel to

violate official use restrictions is an unlawful order and should be reported to command or other appropriate agencies.

3.2. Making Official Use Determinations: When questions arise about official use of motor vehicles, they shall be resolved in favor of strict compliance with statutory provisions and the policies of this instruction. **Attachment 2, General Official Use Rules, and Attachment 3, GMV Official Rules for Transportation Terminals** are provided to assist in making official use determinations. When guidance does not specifically fit a request for transportation support, commanders must document answers to the following questions prior to approving the use of a government motor vehicle:

3.2.1. Is the purpose of the trip official (in support of an authorized DOD function, activity, or operation)?

3.2.2. Does the request have the potential to create a perception that will reflect unfavorably on the Air Force or cause public criticism (can it be justified to a taxpayer)?

3.2.3. Will the request impact mission requirements?

3.2.4. Is commercial or DOD scheduled transportation available? It is important to note the Air Force does not provide transportation support that competes with commercial services.

3.2.5. If provided, is GMV transportation the most cost effective method of satisfying the requirement?

4. Terminal Transportation.

4.1. TDY Transportation Entitlements: The provisions of the Joint Federal Travel Regulations entitle military/DOD employees to be reimbursed for transportation services when in TDY status. GMVs should only be used to support TDY personnel when commercial means are not feasible. Pick up and drop off will be at an official duty location on the installation. Visiting (TDY) members may be picked up from assigned lodging in GMVs.

4.2. Group Travel: Individuals or groups of less than 10 passengers will use privately-owned conveyance or commercial taxi for official transportation to commercial terminals on a reimbursable basis. Transportation by GMV may be considered when service is necessary due to emergency situations or to meet security requirements.

4.3. Weapons Transport: Personnel required to transport weapons are authorized to use unit assigned GMVs. If units do not have an assigned GMV the Unit Deployment Manager (UDM) may request a UDI. The unit must provide a licensed driver to transport unit member and weapon to/from the commercial air terminal.

5. Vehicle Misuse Investigation. All personnel have a responsibility to report fraud, waste, and abuse which encompasses GMV misuse. The report can be taken anonymously or you can leave your name and number in case additional questions arise. Forward information listed in **Para 5.1** to the Operators Records and Licensing (OR&L) office at 759-1512. OR&L will initiate their investigation within one duty-day of notification.

5.1. Information required to initiate misuse case:

5.1.1. Date/time.

5.1.2. Specific location (BX parking lot, Dormitory, Post Office, etc...).

5.1.3. Vehicle's make, model, color, and registration (plate number)

5.1.4. Name and rank of all vehicle occupants if possible.

5.1.5. Action of vehicle occupants if known (buying lunch, dropping off personnel, etc...).

5.2. Common MAFB misuses:

5.2.1. Private Organization use (i.e.; Booster Clubs, Top 3, Network 5/6, sq fundraisers).

5.2.2. Unit events (i.e.; Holiday Parties, Physical Fitness, Hail/Farewell, Luncheons, etc...).

5.2.3. Procuring DeCA/AAFES items for unit snack bar sales.

5.3. Unit commanders shall: Provide evidence to refute the LRS commander's finding or acknowledge the validity of the case with actions that will be taken to prevent further infractions within 7 calendar-days of receipt.

5.4. Vehicle Control Officer/NCO (VCO/VCNCO) shall: Take appropriate measures to educate assigned personnel on official use of GMVs to include misuse policies and prevention. Refer to AFI 24-301 for further clarification on misuse of GMVs.

6. Temporary Duty. The following local policies concerning TDY personnel have been implemented to minimize GMV misuse, better ensure efficient support and help expedite misuse investigations.

6.1. The TDY status of an individual does not necessarily justify the use of a UDI vehicle. Justification will always be predicated on need, distance involved and other mission-related conditions.

6.2. When adequate DOD or commercial bus system is available, the use of any individual motor vehicle or commercial rental car is prohibited. When authorized a GMV may be operated:

6.2.1. Between places where the member's presence is required for official business, or between such places and temporary lodging.

6.2.2. Between places of business or lodging and eating establishments, drugstores, barber shops, places of worship, laundry cleaning establishments, and similar places required for sustenance of the member.

6.2.3. If used off base, restrict the use of these vehicles to reputable eating establishments within 5 miles of the installation. Reputable is defined as an establishment whose primary purpose is food service and not providing alcohol (establishments with "Bar" in the name will be avoided). GMVs will not be taken to adult oriented establishments.

6.2.4. Between places of business or lodging and installation bowling centers, officer and enlisted clubs, gymnasiums or any on-base Non Appropriated Funds (NAF) activity (e.g., golf courses, rod & gun clubs) facilities required for the comfort or health of the member.

Use of motor vehicles for transportation to or from off-base entertainment or recreational facilities is prohibited.

6.3. TDY personnel are allowed to use a GMV to and from on-base NAF locations for the comfort and health of the member. However, this does not include using a GMV for transport to non-NAF recreation activities such as sightseeing, fishing, hunting, skiing, hiking, driving, snorkeling or similar activities of a personal nature regardless of the proximity to the installation.

7. Permanent Party. Use of GMVs for personnel assigned to MAFB will be for official use only and limited to mission accomplishment.

7.1. Examples of unauthorized use of GMVs for permanently assigned personnel are:

7.1.1. Personal business or pleasure to include on-base eating establishments.

7.1.2. Transportation between domicile and duty to include dormitories, military housing, temporary lodging facilities and off-base private residences.

7.1.3. GMVs will not be used to transport member's pets, Furnishings Management Office procured furniture or used in conjunction with permissive TDY house hunting.

7.1.4. Parking GMVs or picking up passengers in a GMV at a non-duty location to enable partial home to work transportation.

7.1.5. Open alcohol containers will not be allowed inside a GMV. Vehicle Operators will notify the on-duty dispatcher when any individual is creating a safety concern in connection with the operation of the vehicle. Dispatch will contact security forces or local law enforcement personnel to request assistance in removing personnel causing a disturbance.

7.1.6. GMV support will not be provided to activities or agencies such as Airmen Against Drunk Drivers and other "Drunk Bus" proposals. These types of activities are self-supporting and/or a personal responsibility of individuals which does not warrant appropriated funded GMV support.

7.1.7. No policy can cover every possible situation that could arise. When official use of a GMV is in doubt, contact 22 LRS/LGRDDO, 759-4050 for clarification.

8. Event Participation. Units may provide transportation to military and civilian personnel officially taking part in public ceremonies, parades, and military field demonstrations (specific examples of "officially taking part" in a ceremony include, but are not limited to, Master of Ceremonies, Guest Speaker, Proffer, etc.). This is not to be interpreted as authority to transport a member's relatives or personal friends invited to attend activities such as retirements, promotions, awards ceremonies, dedications, funerals, or any other similar functions. Determinations regarding any question of authorized support for such activities will be resolved in favor of strict compliance with rules outlined in this instruction to preclude any negative public perception.

8.1. After-Hours Functions: All transportation to official after-hours functions will begin and end at the individual's normal place of duty, not at a residence.

8.1.1. Appointed Commanders (not including Wing Commanders) will use their assigned or U-Drive-it GMV for official travel off-installation. Use of dedicated Vehicle

Operations personnel for permanent party members based on personal convenience and prestige is not authorized. Intentional actions to increase the size of the GMV to accommodate space-A travelers, i.e. spouses, dependants, etc. is strictly prohibited.

9. Emergency Response Vehicles.

9.1. The use of GMVs by emergency response forces [e.g., Law Enforcement (22 SFS) and Fire Department (22 CES/CEF)] for travel to on-base military dining facilities and NAF/AAFES/DECA operated facilities when on-duty is authorized. The intent is to afford personnel to remain on duty and maintain the ability for immediate response while securing meals for health and sustenance. Do not grant any of the above authorities for the personal convenience of members. Personnel are prohibited from using GMVs for travel to and from their private quarters under this provision.

JOEL D. JACKSON, Colonel, USAF
Commander, 22d Air Refueling Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 24-301, *Vehicle Operations*, 1 November 2008

AFMAN 33-363, *Management of Records*, 1 March 2008

DoD Directive 4500.36R, *Management, Acquisition, and Use of Motor Vehicles*, 3 August 2004

Title 49 *Code of Federal Regulation, Transportation*

Title 31 U.S.C. Section 1344, *Passenger Carrier Use*

Title 40 U.S.C. Subchapter VI - *Motor Vehicle Pools and Transportation Systems*

AF Form 847, Recommendation for Change of Publication

Abbreviations and Acronyms

AAFES—Army Air Force Exchange Service

AFMAN— Air Force Manual

AFRIMS—Air Force Records Management System

ARW—Air Refueling Wing

DeCA— Defense Commissary Agency

DoD— Department of Defense

DV— Distinguished Visitor

GMV— Government Motor Vehicle

IAW— In Accordance With

IG— Inspector General

LRS—Logistics Readiness Squadron

MilAir—Military Air

NAF— Non Appropriated Funds

OPR—Office of Primary Responsibility

OR&L—Operators Records and Licensing

POD— Permissible Operating Distance

UDI— U-Drive-It

UDM—Unit Deployment Manager

TDY—Temporary Duty

VCO—Vehicle Control Officer

VCNCO—Vehicle Control Noncommissioned Officer

VOCC—Vehicle Operations Control Center

Attachment 2

GENERAL OFFICIAL USE RULES

(Excerpt from AFI 24-301_AMCSUP_I_A8_17Feb11)

Rule	A. Official/Relative Requesting Transportation	B. And transportation is required for:	C. Then transportation is:
1	Permanent party personnel, including DOD civilian employees, and approved contractors using government provided vehicles.	Personal errands, sightseeing trips, fishing trips, shopping at local malls, shoppettes, commissaries, recreation centers, banks, ski trips, night clubs/bars, etc.	NOT AUTHORIZED. Reference: DOD 4500.36-R, Para C2.5.3. Transportation is limited to official use only and shall not be provided when the justification is based solely on reasons of rank, position, prestige, or personal convenience.
2.	Permanent party personnel, including DOD civilian employees, and approved contractors using government provided vehicles.	Traveling to and from on or off-base quarters.	NOT AUTHORIZED. References: DOD 4500.36-R, Para C4.2.7.5. and Para C4.2.8. EXCEPTION: Only when the military member or DOD civilian employee is specifically authorized domicile-to-duty Transportation.
3.	Spouses of military members or DOD civilian employees.	Traveling with military member to or from an official function where the spouse will participate in the ceremony.	AUTHORIZED. Reference: DOD 4500.36-R, Para C2.5.7.2.1 – C2.5.7.2.4. When there is space available and the size of the vehicle is no larger than required for the performance of the official business.
4.	Spouses of military members or DOD civilian employees.	Traveling independently to or from an official function when it is impractical for the official to accompany the spouse enroute.	AUTHORIZED. Reference: DOD 4500.36-R, Para C2.5.7.3. Only when the spouse's sponsor is authorized domicile-to-duty transportation and when the spouse's presence at the function is in the best

			interest of the Government.
5.	Spouses/dependents of military members or DOD civilian employees.	Traveling to or from medical outpatient or dental appointments.	NOT AUTHORIZED. Reference: AFI 24-301, Para 3.26 and Para 3.27. Only when traveling on a regularly scheduled base mass transportation service on a space-available basis.
6.	Military members or DOD civilian employees on Permissive TDY status.	Any purpose.	NOT AUTHORIZED. Reference: AFI 24-301, Para 3.41. Personnel on Permissive TDY are not authorized dedicated transportation support. Space-A transportation services may be used.
7.	Military members or DOD civilian employees on funded TDY status.	Travel between billeting and duty location(s) required to conduct official business.	AUTHORIZED. Reference: DOD 4500.36-R, Para C2.5.4.
8.	Military members or DOD civilian employees on funded TDY status.	Reputable off-base eating establishments in reasonable proximity to the base or off-base lodging.	AUTHORIZED. References: DOD 4500.36-R, Para C2.5.4.2. and AFI 24-301, Para 3.6.3.
9.	Military members or DOD civilian employees on funded TDY status.	To or from any off-base entertainment or recreational facilities.	NOT AUTHORIZED. Reference: AFI 24-301, Para 3.6.4.
10.	Military members or DOD civilian employees on funded TDY status.	On-base eating establishments, base exchange, barber shops, places of worship, cleaning establishments, fitness centers, and similar places required for the comfort or health of the member.	AUTHORIZED. Reference: DOD 4500.36-R, Para C2.5.4.2.
11.	Military members, DOD civilian employees and Spouses.	Invited to attend an off-base function in the community and member is representing the AF.	AUTHORIZED. References: DOD 4500.36-R, Para C2.5.1.1. and AFI 24-301, Para 3.33. When

			approved by the installation commander or other competent authority (delegated in-writing by the installation commander; typically the Public Affairs officer).
12.	Permanent party military members or DOD civilian employees.	On-base eating establishments, base exchange, barber shops, places of worship, cleaning establishments, fitness centers, and similar places required for the comfort or health of the member.	NOT AUTHORIZED. References: DOD 4500.36-R, Paras C2.5. and C2.5.10., and AFI 24-301, Paras 3.9. and 3.15. Except when an individual has been authorized a CACV. The installation commander may authorize SFS, Fire Department, ICBM, and alert aircrews GMV transport to on-base military dining facilities.
13.	Personnel assigned to the base Chapel.	Administrative support, picnics, special groups, social, activities, renewal activities, chapel youth trips or summer camps.	AUTHORIZED. References: DOD 4500.36-R, Para C2.5.5. and AFI 24-301, Para 3.22. Based on appropriated funding, vehicles, and vehicle operators. Support must not pose a detriment to higher priority missions. Chapel representatives will identify agency programs. Directly supported squadron organizations such as orphanages will not be support through APF.
14.	Dependent children of military members or DOD civilian employees.	Between on or off-base housing areas and the Child Development Center.	NOT AUTHORIZED. Reference: AFI 24-301, Para 3.21.
15.	Civilian organizations.	To military installations to take part in base activities when invited and approved by the installation commander.	AUTHORIZED. Reference: AFI 24-301, Para 3.32.

16.	Military recruiter.	To transport prospective recruits in connection with interviews, processing, and orientation.	AUTHORIZED. References: DOD 4500.36-R, Para C2.5.9. and AFI 24-301, Para 3.25.
17.	MWR Support Services.	In support of DOD-authorized MWR programs, Family Service Center programs or private organizations.	AUTHORIZED. Reference: AFI 24-301, Para 3.58. When it can be provided without detriment to the DOD mission and has been approved by the installation commander. Refer to DOD 4500.36-R for specific categories. Use NAF and commercial sources first.
18.	Retirees.	When serving in an official capacity (usually under orders) for ceremonies, speeches or base visits. Most common requests will be from retired General Officers and CMSgts of the AF.	AUTHORIZED. References: DOD 4500.36-R, Para C2.5.6. and AFI 24-301, Paras 3.33. and 3.58.3.1.3. They are not insured by the government and not allowed to drive a GMV, but can be provided direct transport.
19.	Retirees.	Under any other circumstance not covered in Rule 18.	NOT AUTHORIZED. References: DOD 4500.36-R, Para C2.5.6. and AFI 24-301, Para 3.57.2.4. They may use scheduled shuttle buses on a space-available basis as category 4.
20.	Phase II students in training.	Dormitories to work center.	AUTHORIZED. Reference: DOD 4500.36-R, Para C2.5.4.2. These students are in TDY status. Even though they reside in a dormitory, taxi support is authorized but should be based upon distance involved, and weather conditions.

21.	Civilians.	When invited by the installation commander or other competent authority (delegated in-writing by the installation commander) to discuss DOD issues.	AUTHORIZED. Reference: AFI 24-301, Para 3.32. These types of requests usually come from wing commander or above.
22.	Permanent party or TDY military members or DOD civilian employees.	To or from a squadron holiday party, picnic, AF Ball, etc.	NOT AUTHORIZED. Reference: DOD 4500.36-R, Para C2.5.1.1. This is not an official function and attendance is optional. Official functions are retirements, commander's calls, change of command ceremonies and retreats (not an all inclusive list).

Attachment 3

GMV OFFICIAL USE RULES FOR TRANSPORTATION TERMINALS

(Excerpt from AFI 24-301_AMCSUP_I_A9_17Feb11)

Rule	A. Official/Relative Requesting Transportation	B. And transportation is required for:	C. Then transportation is:
1.	Official non-DOD visitors.	Invited to participate in DOD activities. See Note 2.	AUTHORIZED. Reference: DOD 4500.36-R, Para C2.5.3.1. Individuals are usually invited by a wing commander or higher and may or may not be on funded orders.
2.	Personnel authorized domicile-to-duty transportation (to include those authorized domicile-to-duty for field work).	Official travel. See Notes 2 and 4.	AUTHORIZED. References: DOD 4500.36-R, Para C2.5.3.1. and Appendix 1.
3.	Personnel authorized CACV.	Official travel to commercial terminals (utilizing assigned CACV). See Note 4.	NOT AUTHORIZED. Reference: AFI 24-301, Para 3.15. Commanders use their CACV to discharge official duties until their arrival or departure. CACV authority is then transferred to the individual assuming responsibility. See Rule 9.
4.	Personnel authorized CACV.	Official travel to military terminals or military aircraft on the installation (utilizing assigned CACV). See Note 4.	AUTHORIZED. Reference: AFI 24-301, Para 3.15. Incidental use of CACVs should be exercised reasonably and at no significant cost to the government. Commanders use their CACV to discharge official duties until their arrival or departure. CACV authority is then transferred to the individual assuming

			responsibility.
5.	Military members, spouses of military members, DOD civilian employees, spouses of DOD civilian employees or approved contractors.	Official travel and riding space available with a person authorized domicile-to-duty transportation (to include those authorized domicile-to-duty for field work). See Note 2.	AUTHORIZED. Reference: DOD 4500.36-R, Para C4.2.4. Passenger carrier must not travel an additional distance as a result of space-available person.
6.	Military members, spouses of military members, DOD civilian employees, spouses of DOD civilian employees or approved contractors.	Military members, spouses of military members, DOD civilian employees, spouses of DOD civilian employees or approved contractors.	NOT AUTHORIZED. References: DOD 4500.36-R, Paras C2.5.3.2. - C2.5.3.2.5. See Rule 9.
7.	Military members, spouses of military members, DOD civilian employees, spouses of DOD civilian employees or approved contractors.	Official travel but under an emergency situation. See Notes 1, 2, and 4.	AUTHORIZED. Reference: DOD 4500.36-R, Para C2.5.3.2.2. Emergency situations could include: Commercial ground transportation strikes, natural disasters, enemy attacks, large scale deployments, military aircraft being diverted to a nearby airfield due to weather, in-flight emergency or an unscheduled runway closure. This is not an all inclusive list. Personal actions or decisions, (i.e., oversleeping, placing POV in storage) do not constitute an emergency situation. When authorized, retain justification in OLVIMS Dispatch Module remarks field for audit and inspection purposes.
8.	Military members, spouses	Official travel but under	AUTHORIZED.

	of military members, DOD civilian employees, spouses of DOD civilian employees or approved contractors.	security requirements. See Notes 1 and 2.	Reference: DOD 4500.36-R, Para C2.5.3.2.2. Security requirements could include transporting military prisoners, government issued weapons, movement of personnel in high threat environments or increased FPCONs. Your installation Commander may levy increased force protection measures. This is not an all inclusive list. Retain justification in OLVIMS remarks field for audit and inspection purposes.
9.	Military members, spouses of military members, DOD civilian employees, spouses of DOD civilian employees or approved contractors.	<p>Official travel and motor vehicle transportation is determined to be essential to the performance of official business, but terminal is located in an area where the following methods of transportation cannot meet mission requirements in a responsive manner:</p> <ol style="list-style-type: none"> 1. DOD-scheduled bus service. 2. Scheduled public transportation. 3. DOD motor vehicles – (unit assigned). 4. Voluntary use of POV on a reimbursable basis. 5. Taxicab, on a reimbursable basis. <p>See Notes 1, 2, 3, and 4.</p>	<p>AUTHORIZED.</p> <p>Reference: DOD 4500.36-R, Para C2.5.3.2.3.</p> <p>When modes (listed 1-5 in Rule 9) are not available in a responsive manner, the following methods shall be considered in the order shown and to the extent they are available and capable of meeting transportation requirements:</p> <ol style="list-style-type: none"> 1. DOD specially scheduled leased or owned bus service. 2. Van pools. 3. DOD motor vehicle centrally dispatched "taxicab" operation. 4. DOD motor vehicles individually dispatched to licensed uniformed <p>Service member or Federal employee.</p>

			<p>The decision to use the GMV in this situation must be clearly justified and identify factors other than the rank, position, or personal convenience of the traveler.</p> <p>When authorized, retain justification in OLVIMS Dispatch Module remarks field for audit and inspection purposes.</p>
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Notes:

1. Reference DOD 4500.36-R, Para C2.5.10. Transportation by a DOD motor vehicle shall not be provided when the justification is based solely on reasons of rank, position, prestige or personal convenience (i.e., generic policies allowing support to wing or group commanders and command chiefs, or individuals of a certain rank/pay grade such as O-6 and above). The Head of the DOD Component concerned exercises authority over civilian personnel. Violations should be reported to the authorizing individual's superior or the IG.
2. For all rules except 3 and 4, official travel is directed at the transportation to/from commercial or military terminals, domicile or place of employment/primary duty. The Deployment and Distribution Flight Chief/Superintendent is the government vehicle official use approval authority for any request which appears to conflict with or is not sufficiently addressed in any cited governing directives or guidance.
3. Methods of transportation listed which do not meet mission requirements in a responsive manner (see definition in this AFI) must be documented objectively on a case-by-case basis. Requests to provide other GMV support as a result of unresponsive transportation services listed above will be annotated in the OLVIMS Dispatch Module request remarks field and a copy of the justification will be retained for audit and inspection purposes.
4. National Capital Region units refer to DODI 4515.7 and AFDW policy.